

ASSIGNMENT 1

Textbook Assignment: "The Navy Storekeeper," chapter 1, pages 1-1 through 1-4; "Supply Organization" chapter 2, pages 2-1 through 2-11; "Administration," chapter 3, pages 3-1 through 3-2.

Learning Objectives: Recognize the general structure of the SK ratings, and the requirements and responsibilities of the SK ratings.

- 1-1. The operation and maintenance of a ship's supply department requires an SK with which of the following attributes?
 1. A continuous wait and see attitude
 2. A good sense of humor
 3. A high degree of technical competence
 4. A small degree of technical competence
- 1-2. The Storekeeper rating is identified as which of the following types of rating?
 1. Specialist only
 2. Service only
 3. Both service and specialist
 4. General rating
- 1-3. Prior to being advanced to Storekeeper 3rd class, a Storekeeper striker must acquire which of the following areas of knowledge?
 1. Specific knowledge of all department functions
 2. A detailed knowledge of those functions that an SK3 will be required to perform
 3. A general knowledge of overall supply functions
 4. A detail knowledge of the ship's store operation
- 1-4. An SK3 and SK2 may be required to perform which of the following supply functions?
 1. Direct the preparation of reports to the type commander
 2. Determine routine requirements for equipment and repair parts
 3. Establish the procedures to be used in processing material for shipment
 4. Account for supplies and equipment funds
- 1-5. Which of the following designations may be used as a Storekeeper's job title?
 1. Technical Librarian
 2. Logroom Yeoman
 3. Jack of The Dust
 4. Cargo handler

- 1-6. Why is it important that you develop an awareness of how your particular job fits into the overall responsibility of the supply department?
 1. You obtain a better understanding of why you are required to do all of the technical work performed by the department
 2. You obtain a better understanding of the separation and distinct responsibilities of your work
 3. You obtain a greater tolerance for performing the unimportant drudgery work for the department
 4. All of the above
- 1-7. To ensure that the reports prepared from the records you maintain are correct, you should take which of the following precautions?
 1. Check to make sure all entries are correct only
 2. Make sure all entries are neat and legible only
 3. Make sure all entries are neat, legible, and correct
 4. Make allowances for errors that you may forget to correct
- 1-8. Your responsibility for technical leadership are special to your rating and directly relate to your work as an SK.
 1. True
 2. False

Learning Objectives: Recognize the importance of planning and the manner in which you should plan your career and qualify for advancement. Identify publications that are required and other publications and training materials that are optional in preparing for advancement.

- 1-9. What has been the primary source of training for enlisted career development?
 1. Nonresident career courses
 2. The Navy's formal school programs
 3. "On-the-job" training
 4. Fleet training centers

- 1-10. What skill(s) are needed to properly develop a career in the supply field?
1. Technical only
 2. Administrative only
 3. Leadership only
 4. Technical, administrative, and leadership
- 1-11. To obtain technical information regarding your duties as an SK, which of the following publications would be the most helpful to you?
1. Basic manual
 2. TRAMAN
 3. Appropriate official
 4. Subject matter training manuals
- 1-12. TRAMANS are designed to do what?
1. Establish a knowledge threshold
 2. Help you prepare for advancement
 3. Teach you all you need to know about your rate
 4. Train you for all future assignments
- 1-13. Before you begin an intensive study of any part of a TRAMAN, what should be your first step?
1. Read the preface only
 2. Read the table of contents
 3. Check through the index only
 4. Become familiar with the entire book
- 1-14. Which of the following steps should you take first when you begin to study a TRAMAN?
1. Set up a regular study plan
 2. Refer to the advancement handbook for Storekeeper
 3. Learn how the training manual is organized
 4. Try to state the main ideas of the training manual in your own words
- 1-15. After becoming familiar with the TRAMAN, which of the following steps should you take?
1. Take a more detailed look at the manual to see how it is organized
 2. Read the introductions, chapter by chapter. headings, and subheadings
 3. Take another look at the table of contents
 4. All of the above
- 1-16. As you look through the TRAMAN, which of the following questions should you ask yourself?
1. What do I know and what do I need to learn about this TRAMAN
 2. How is this information related to information given in other chapters
 3. How is this information related to that found in the PARS
 4. All of the above
- 1-17. After you have obtained a general idea of what is in the TRAMAN, how should you go about increasing your knowledge?
1. Fill in the details by intensive study only
 2. Cover a complete unit each study period only
 3. Complete a unit each study period and fill in the details by intensive study
 4. Cover the same amount of material each study period
- 1-18. You can best demonstrate that you have mastered the subject matter from a chapter or section of a TRAMAN by accomplishing which, if any, of the following goals?
1. Quote word for word, paragraphs from the text
 2. Express in your own words the main points of the subject
 3. Remember pertinent dates
 4. Remember tables of data, Navy forms, and pertinent dates
- 1-19. To effectively meet the responsibilities of your rate, the development of high quality performance requires which of the following mixtures?
1. Formal training and practical experience
 2. Informal training and practical experience
 3. Technical competence and pride
 4. Technical knowledge and a deep sense of personal responsibility
- 1-20. You are studying references in preparation for advancement, Which of the following attitudes should you adopt toward the material?
1. Study only the sections required
 2. Become familiar with as much material as you can
 3. Memorize the procedures given in the publication
 4. Look for key words and memorize how they pertain to the subject

1-21. To benefit most from the information you gain in the TRAMAN, you should take which of the following actions?

1. Make a written outline of the unit only
2. Write down the most important ideas only
3. Relate the information to the knowledge you already have
4. Relate the information to the knowledge you already have, make a written outline of the unit, and write down the most important idea

1-22. If you become familiar with all the information in the TRAMAN, you will have all the information you need to perform the duties of your rating.

1. True
2. False

1-23. Before studying any publication, you should do what?

1. Make sure you have the latest edition
2. Take a course to master information available in the TRAMAN
3. Write an outline about what you already know about the subject
4. Look through the publication and ask yourself questions

1-24. You can determine whether you have the latest edition of a TRAMAN by checking the NAVEDTRA number listed in the NAVEDTRA 12061.

1. True
2. False

1-25. Completion of a TRAMAN may be accomplished by passing a nonresident training course based on the training manual.

1. True
2. False

Learning Objective: Identify the organizational roles and functions of the Navy Supply System.

1-26. Navy inventory managers other than ICP's are responsible for which, if any of the following basic Navy programs?

1. Development and use only
2. Management of material only
3. Development, use, and management of material
4. Development and management only

1-27. The management part of the Navy Supply System organization consist of what officials or offices?

1. Comptroller of the Navy and Commander, Naval Supply System Command
2. Commander, Naval Supply System Command and the Chief of Naval Operations
3. Assistant Secretary of the Navy and the Comptroller of the Navy
4. Chief of Navy Operations and Commander, Naval Supply System Command

1-28. The Navy Supply Command (NAVSUP) is responsible for providing supply management policies and technical guidance for Navy material to which of the following activities?

1. U.S. Navy only
2. U.S. Navy and Marine Corps
3. The Department of Defense
4. U.S. Navy and Air Force

1-29. Which of the following officials serves as the Navy's supply manager?

1. Command, Naval Sea System Command
2. Commander, Naval Supply Systems Command
3. Chief of Naval Operations
4. Chief of Naval Material

1-30. The primary responsibility of an inventory manager is the management of items of supply. This role is filled by which of the following officials/offices?

1. Systems Commands only
2. Inventory Control Points only
3. Project Managers and Systems Commands
4. Project Managers, Systems Commands, and Inventory Control Points

1-31. Who is responsible for the supervision of the Navywide policy in production, procurement, supply and disposal of material?

1. Secretary of The Navy
2. Assistant Secretary of The Navy
3. Chief of Naval Operations
4. Assistant to the Chief of Naval Operations

1-32. Planning and determining the material support needs of the Navy is the responsibility of which of the following individuals or organizations?

1. Secretary of The Navy
2. Assistant Secretary of The Navy
3. Chief of Naval Operations
4. Naval Supply System Command

1-33. The management of the Defense Business Operations Funds (DBOF) is under which of the following system commands?

1. NAVAIR
2. NAVFAC
3. NAVSEA
4. NAVSUP

1-34. Inventory managers are under the command of which of the following activities or officials?

1. Fleet Industrial Supply Centers
2. Type commanders
3. Naval Supply Systems Command
4. Naval Sea Systems Command

1-35. Which of the following items of supply are managed by an ICP?

1. Items assigned to a single agency
2. Items assigned to a military services inventory manager for supporting retail stock
3. Items for end-use requirements of the military services
4. All material used by the Navy

1-36. Fleet Industrial Supply Centers provide a variety of logistical support services to which of the following activities?

1. Fleet activities only
2. Shore activities only
3. Overseas bases and fleet activities only
4. Fleet, shore, and overseas activities

1-37. The Commander-in-Chief of a fleet is responsible for all except which of the following logistic readiness activities?

1. Disseminating information to subordinate commanders
2. Establishing logistic standards
3. Establishing logistic policies
4. Managing and storing an intermediate level of inventory

Learning Objectives; Recognize the functions of a supply department afloat, the factors that must be considered in determining the number of officers and enlisted personnel assigned, and the responsibility and duties of those assigned.

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| <ol style="list-style-type: none">A. Weapons officerB. Engineering officerC. Supply officerD. Medical officerE. Navigation officerF. Operations officer |
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Figure 1A.—Department Heads

IN ANSWERING QUESTIONS 1-38 THROUGH 1-42, SELECT FROM FIGURE 1A THE OFFICER RESPONSIBLE FOR THE PROCUREMENT, RECEIPT, AND STOWAGE OF THE MATERIAL SHOWN AS THE QUESTION.

1-38. War reserve nuclear weapons.

1. A
2. B
3. C
4. D

1-39. Medical supplies.

1. A
2. C
3. D
4. E

1-40. Inert nuclear weapons material.

1. A
2. B
3. C
4. E

1-41. Intelligence charts.

1. A
2. C
3. E
4. F

1-42. Ammunition containers.

1. A
2. C
3. E
4. F

1-43. The fleet supply officer is responsible for which of the following actions?

1. Acts as principal logistics agent for the fleet commanders
2. Assists the operational and type commanders in developing logistics doctrine and procedures
3. Both 1 and 2 above
4. Review's and takes action on requisitions submitted by fleet units that require approval of higher authority

1-44. Ships are assigned to type commanders for administrative purposes and are grouped by which of the following categories?

1. Age only
2. Type only
3. Class and type only
4. Class, type, and age

1-45. Supply Corps officer on the staff of a type commander are responsible for which of the following duties?

1. Advising the type commander as to supply requirements
2. Ensuring compliance with Navy Department and Fleet Supply Directives
3. Conducting inspections of supply functions
4. All of the above

1-46. The supply officer is responsible to which of the following individuals for the performance of all supply department functions?

1. Stores officer
2. Disbursing officer
3. Commanding officer
4. Each of the above

1-47. The supply officer may assign certain supply department functions to a subordinate in accordance with what chapter of the NAVSUP P-485?

1. 1
2. 2
3. 3
4. 4

1-48. The ship's supply department material support functions include which of the following duties?

1. Procurement, receipt, storage, issue, and accounting for the material only
2. Procurement, receipt, stowage, and issue of the material only
3. Procurement, receipt, stowage of the material only
4. Procurement and receipt of material only

1-49. Which of the following divisions is responsible for the procurement, receipt, storage, and issue of aviation material?

1. S-1
2. S-2
3. S-6
4. S-8

1-50. Which of the following functions is considered to be a supply department service?

1. Operation of the enlisted dining facility
2. Operation of the ship's store facility
3. Disbursement of government funds (on ships with supply corps officers attached)
4. Each of the above

1-51. When a Supply Department Organizational Manual is prescribed by the type commander, it is prepared by which member of the ship's company?

1. Stores branch head
2. Supply department head
3. Executive officer
4. Commanding officer

THIS SPACE LEFT BLANK INTENTIONALLY.

A.	S-1 Division
B.	S-2 Division
C.	S-3 Division
D.	S-4 Division
E.	S-5 Division
F.	S-6 Division
G.	S-7 Division

Figure 1B.—Supply department of
a large fleet unit

IN ANSWERING QUESTIONS 1-52 THROUGH 1-54.
SELECT FROM FIGURE 1B THE DIVISION
RESPONSIBLE FOR THE FUNCTION LISTED AS THE
QUESTION.

1-52. Operates the ship's laundry.

1. A
2. C
3. D
4. E

1-53. Procures and accounts for equipage and repair parts.

1. A
2. B
3. F
4. G

1-54. Maintains officers and crewmembers pay records.

1. B
2. C
3. D
4. F

1-55. The preparation and verification of public vouchers is
the responsibility of which of the following divisions?

1. S-1
2. S-2
3. S-6
4. S-1

1-56. What measures should be taken to ensure a high state
of readiness is maintained when personnel changes
occur?

1. Ensure face-to-face turnovers are made
2. Establish a formal training program
3. Require a one month turnover
4. Each of the above

1-57. Operation and supervision of the enlisted dining
facility, includes all except which of the following
actions?

1. Procurement of equipment
2. Procurement of subsistence
3. Preparation of food
4. Service of food

1-58. The wardroom mess is in what supply division?

1. S-1
2. S-5
3. S-3
4. S-7

1-59. Data processing functions come under what division
of the supply department?

1. S-7
2. S-6
3. S-5
4. S-1

1-60. The supply department's formal training records
include all records pertaining to which of the
following types of information?

1. Curriculums by rating, lesson plans, and schedules
only
2. Curriculums by rating, lesson plans, schedules, and
individual training records only
3. Curriculums by rating, lesson plans, schedules,
individual training records, and personnel
advancement requirement forms only
4. Curriculums by rating, lesson plans, schedules,
personnel advancement requirement forms, division
officers' notebooks, and military training

Learning Objective: Identify some of the organizational roles and functions of the integrated Navy Supply System.

1-61. Ships are loaded with sufficient supplies to assure a prescribed period of self-sufficiency for what reason?

1. To permit maximum retaliation
2. To support civil disturbance
3. To provide support during a natural disaster
4. To provide technical assistance to allied forces

1-62. The support of a deployed ship is dependent upon which of the following capabilities?

1. Overseas bases capability
2. CLF capability
3. Self-support capability
4. CLF and self-support capability

1-63. The Navy Supply System is integrated with which of the following activities?

1. Defense Personnel Support Center (DPSC)
2. Defense Industrial Supply Center (DISC)
3. Defense Logistics Agency (DLA)
4. Defense Fuel Supply Center (DFSC)

1-64. The Navy Supply System ICPs perform which of the following functions?

1. Manage one or more types of material only
2. Stock material for issue to operating forces only
3. Manage one or more types of material and stock material for issue to operating forces
4. Distribute material to stock points, manages one or more types of material, and stock material for issue to operating forces

1-65. Which of the following functions is/are performed by Navy stock points?

1. Procures, receives, and issues material only
2. Invoices customers for material used only
3. Reports issues of material to cognizant ICP
4. Invoice customers, procures, receives, issues and report issues to the cognizant ICP

1-66. USS John Paul Jones submits a requisition for a 1H cog repair part to FISC San Diego. If the item is not in stock, what action should be taken by FISC San Diego?

1. Refer the requisition to the inventory manager (ICP) for cognizance 1H material
2. Purchase the required item and forward it to the USS John Paul Jones
3. Hold the requisition until the required repair part is available for delivery
4. Return the requisition to USS John Paul Jones with directions to resubmit the requisition

1-67. What percentage of line items in the integrated Navy Supply System are managed by DLA?

1. 60 percent
2. 80 percent
3. 90 percent
4. 40 percent

1-68. All except which of the following cognizance symbols are managed by DLA's?

1. 9C
2. 9N
3. 9Q
4. 9M

1-69. Which of the following common use items is/are provided by the General Services Administration (GSA)?

1. Items not available at a Navy stock point
2. Paint and cleaning gear only
3. Paper and handtools only
4. Paper, handtools, paints, and cleaning gear

Learning Objectives: Specify the factors to be considered in planning the arrangement of a supply office and the skills required for assignment to the supply office.

1-70. A member should have which of the following skills to successfully serve in a supply office?

1. Know how to operate and care for labor-saving devices
2. Be familiar with various types of letters and how to prepare them
3. Be able to maintain records and submit required reports and returns
4. All of the above

1-71. Which of the following measures would provide for the health, safety, and comfort of the office worker?

1. Placing each desk directly under a ventilation blower outlet
2. Locating the desks so they face light
3. Keeping equipment, supplies, and publications securely stowed when not in use
4. Locate desks so they face each other

1-72. Which of the following types of upkeep should you be able to perform on the office equipment you operate?

1. Routine care
2. Minor adjustments
3. Both 1 and 2 above
4. Major repairs and adjustments

1-73. To complete typing assignments quickly and satisfactorily, the SK should have which of the following capabilities?

1. Speed only
2. Speed and accuracy only
3. Speed, accuracy, and good typing technique only
4. Speed, accuracy, and the ability to make neat erasures, center a heading, divide words, and keep a typewriter in good operating condition

1-74. Where can you find information for routine maintenance of office equipment?

1. Manufacturer's instruction book
2. 3M Maintenance Manual
3. Warranty booklet
4. Maintenance Requirement Card

1-75. Word processing equipment (WPE) is a keyboard device that has which of the following capabilities?

1. Controlled storage only
2. Controlled retrieval only
3. Automated typing only
4. Controlled storage retrieval and automated typing